

FILE *Personnel* 12

DD/S 69-1442

3 APR 1969

MEMORANDUM FOR: Director of Personnel

SUBJECT : Revised Fitness Report System

**REFERENCE : Memo dtd 27 Mar 69 to DD/S frm D/Pers
same subject**

In reviewing the changes to the various documents dealing with Fitness Reports, accompanying reference, I suggest that it may be possible to further clarify the proposed wording.

a. Your proposed definition of "Proficient," would seem to still be open to interpretation. A flat statement to precede your new sentence, such as "Performance is satisfactory" might help.

b. For Section C - Narrative Comments, I suggest consideration of a slightly longer sentence along the lines of - "If any weaknesses were noted in the preceding Fitness Report, comments must be furnished on each in this report."

SIGNED R. L. Bannerman

R. L. Bannerman
Deputy Director
for Support

**Attachment
Reference**

SOS/DDS:RBW:dlk (2 Apr 69)

Distribution:

- Orig & 1 - Adse w/O of ref
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ILLEGIB

27 MAR 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Revised Fitness Report System

REFERENCE : Feb 13 meeting with the Executive Director-Comptroller

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1. Attached for your review and clearance are the changes to our Fitness Report System discussed at the 13 February Executive Director-Comptroller meeting. The "weak" and "adequate" ratings have been changed to "unsatisfactory" and "marginal" and redefined. The definition of "proficient" has been adjusted slightly in the interest of bisecting the distance between "strong" and "marginal" in the scale. Changes have been made to the Directions for Completing Form 45, Fitness Report, and there is a revision to Regulation [] regarding Memorandum in Lieu of Fitness Report.

2. Changes will be made in these documents when present stocks are exhausted, which should be within six to eight months' time. The Regulation change can be made without delay.

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

Att

Concur:

R. L. Bannerman
Deputy Director
for Support

Date

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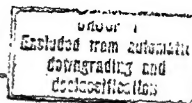
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OP/PAD/ [] cad (21 March 69)

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